



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: August 22, 2016

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement August 23, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, September 6, 2016**. Applicants will not be accepted after that time and date.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM III (6 pos)

Safety Grant Administrator  
Bureau of Safety Programs & Engineering  
Office of Program Development  
Springfield

Attachments  
41121

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Tuesday, September 6, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

**Classification:** Technical Manager III (6 positions)

**Salary Range:** \$4,670 - \$8,295

**Position Title:** Safety Grant Administrator

**Union Position:** ☒ Yes ☐ No

**Position Number:** PW413-23-65-803-23-01

**IPR#:** 41121

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#### Office/Central Bureau/District/Work Address:

Office of Program Development/Bureau of Safety Programs and Engineering/2300 S. Dirksen Parkway, Springfield, IL

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#### Description Of Duties:

This position functions as grant administrator for the Bureau of Safety Programs and Engineering (BSPE). This position is accountable for the development, management, and evaluation of local highway safety projects within the scope of the statewide Highway Safety Plan (HSP).

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#### Special Qualifications:

##### **Required:**

- A valid driver's license
- In-and out-of-state travel

##### **Desired:**

- Knowledge, skill and mental development equivalent to completion of four years of college preferably with courses in business and/or public administration
- Four years' experience in business or public administration, grant management, program oversight or equivalent combination of experience and training
- Previous experience working with federal rules and regulations
- Previous experience working with highway safety related grants/programs

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#### Shift/Remarks:

8:00 am – 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	5-20-16	<b>POSITION:</b>	Safety Grant Administrator
<b>APPROVED BY:</b>	<i>Priscilla Tobias</i>	<b>OFFICE/DIVISION:</b>	Office of Program Development/Bureau of Safety Programs & Engineering
<b>CODE:</b>	PW413-23-65-803-23-01	<b>REPORTS TO:</b>	State and Local Agency Project Administration Manager

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***Position Purpose***

This position is accountable for the development, management, and evaluation of local and state agency highway safety projects, utilizing federal grant funds, within the scope of the statewide Highway Safety Plan.

***Dimensions***

Local Agency Projects:	150-200 annually
State Agency Projects:	12-18 annually
Annual Highway Safety Funds:	\$18-\$23 million federal per year

***Nature and Scope***

This position reports to the State and Local Agency Project Administration Manager as do a Safety Issues Analyst, a Safety Projects Support Specialist, and the Law Enforcement Liaisons who work under a grant from the Department.

The Illinois Strategic Highway Safety Plan (SHSP) describes data-driven emphasis areas and multi-discipline safety strategies to reduce traffic related fatalities and serious injuries on all public roadways. Federal and state funds are directed to local and state agencies as grants in an effort to increase highway safety throughout the state. Annually, the National Highway Traffic Safety Administration (NHTSA) requires the department to develop the Illinois Highway Safety Plan (HSP) which provides for the allocation of federal highway safety funds to local and state agencies in efforts to increase highway safety throughout the state. The HSP is an integral part of the SHSP. Within the scope of this plan, the incumbent manages and monitors grants with local and state agencies encompassing a broad range of highway safety emphasis areas. Programs eligible for federal funds include the priority areas of occupant protection, impaired driving, police traffic services, traffic records, pedestrian, bicycle, motorcycle safety, and speed enforcement. The incumbent must be knowledgeable in all program areas to manage the diverse range of projects assigned. Primary areas of responsibility include maintaining contact with local governmental and state agencies to manage and monitor projects and serving as a subject matter expert in one of the highway safety emphasis areas.

Typical challenges faced by this position are to identify significant highway safety problems in local and state agency jurisdictions; identify possible countermeasures; develop projects with local and state agencies to produce the desired results; and to overcome public apathy toward highway safety problems. This position plans for, prioritizes, and manages multiple projects with multiple deadlines while ensuring that the diverse range of projects assigned meet established performance measures.

The incumbent analyzes crash and injury data, previous problem solving efforts, as well as local and state agency abilities to address highway safety problems. S/He contacts local and state government agencies to encourage the implementation of applicable highway safety projects to reduce the frequency and severity of crashes within local and state agency jurisdictions. The incumbent is responsible for the management and monitoring of assigned highway safety projects implemented by local agencies and select state agencies.

S/He manages the projects and assists the state and local agencies from inception to final completion. S/He personally meets with state and local officials to assist with the identification of highway crash problems; the development of appropriate countermeasures including budgetary and administrative factors; and the preparation of highway safety agreements.

The incumbent processes the agreements to provide for federal participation in the projects. Upon approval of an agreement, s/he monitors the project to ensure goals and objectives established for the project and the highway safety programs are obtained. The incumbent monitors each phase of a project through on-site visits and computer tracking. Additionally, the incumbent reviews monthly data submitted by local and state agencies regarding project activities. S/He analyzes the data to determine program impact as required to meet federal evaluation guidelines. S/He prepares written reports regarding findings and subsequently provides the local and state agencies with alternatives for achieving program objectives. S/He may determine that an original objective may be unattainable and would then assist in re-defining the objective after input from Bureau of Safety Programs and Engineering's Evaluation Unit. S/He also provides the Evaluation Unit with individual project results for use in evaluation of the overall project. The incumbent reviews and approves claims for reimbursement, ensuring that all purchases are eligible within federal guidelines. S/He initiates the payment process for eligible expenditures. The incumbent maintains comprehensive project files to ensure documentation requirements are met. The incumbent may assist the Alcohol, Occupant Protection and Traffic Records Coordinators with the development of program initiatives. S/He also represents the Bureau at local and state press events to promote highway safety issues.

The incumbent works, within the framework of the SHSP and HSP, to encourage the development of local and state agency projects. Project assignments of moderate to extensive complexity are received by the State and Local Agency Project Administration Manager and the incumbent completes assignments under general supervision. The position operates within established Bureau and departmental policies and procedures and those established by the National Highway Traffic Safety Administration (NHTSA) and the Federal Highway Administration (FHWA). The ability and availability for frequent, overnight, and independent travel to meet with officials from grantee or potential grantee agencies, is required.

The effectiveness of this position can be measured by the quality and quantity of projects developed and managed, including monitoring and fiscal activity, as well as input provided as a resource person in one of more highway safety program emphasis areas. Effectiveness can be further measured by the accuracy of project evaluations and the incumbent's ability to ensure project goals are met.

### ***Principal Accountabilities***

1. Maintains close contact with select state and local agency officials to assist them in the development of highway safety projects.
2. Reviews and makes recommendations to the State and Local Agency Project Administration Manager regarding approval of highway safety agreements to provide local governments and state agencies with the funding to initiate projects.
3. Manages, approved highway safety projects through on-site monitoring, review and analysis of progress reports, and final evaluation to ensure goals and objectives are met.
4. Develops and recommends guidelines for local projects within one or more priority areas to provide current information on federal requirements and division policy.
5. Maintains fiscal accountability for expenditures, including the review and approval of claims for reimbursement.

6. Recommends to Bureau of Safety Programs and Engineering management long-range and short-term goals and objectives for the HSP to provide for the best utilization of available resources and coordinates resource utilization to provide a programmatic and administrative evaluation of the overall HSP.
7. Serve as a liaison with federal, state, local and private agencies in developing and executing highway safety project activities.
8. Conducts on-site and desk monitoring of grants to evaluate progress on a monthly/quarterly basis to assure intended grant and program objectives are being met and are in compliance with federal and state standards and regulations.
9. Performs other duties as required. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.